## Yearly time off schedule template

Year

Type of time off/Month of the year	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Balance	Consumed days	Available days
Paid vacation														0	0
Sick leave														0	0
Earned														0	0
Religious days														0	0
Wedding														0	0
Optional holidays														0	0